

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>			THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 10 PAGES	
1. REQUEST NO. DTRS57-02-Q-80006		2. DATE ISSUED 01/11/2002		3. REQUISITION/PURCHASE REQUEST NO. 874- 3647		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1
5a. ISSUED BY U.S. DOT/RSPA/Volpe Center 55 Broadway Kendall Square Cambridge MA 02142				6. DELIVER BY (Date) 12/30/2002		
5b. FOR INFORMATION CALL : (No collect calls)				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
				9. DESTINATION		
NAME Katherine Chao				a. NAME OF CONSIGNEE U.S. DOT/RSPA/Volpe Center		
TELEPHONE NUMBER AREA CODE 617 NUMBER 494-3124				b. STREET ADDRESS 125 Munroe Street Receiv ing Dock		
8. TO: a. NAME				b. COMPANY		
c. STREET ADDRESS				c. CITY Cambridge		
d. CITY		e. STATE		f. ZIP CODE		d. STATE MA e. ZIP CODE 02142
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS(Date) 01/18/2002 1500 ET		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.				
11. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)			QUANTITY (c)	UNIT (d)	UNIT PRICE (e)
0001	Provide labor and materials to provide complete filter service to all buildings in Volpe Center Complex. When award is made a firm Fixed-Price purchase order is anticipated. Award will be made to the offeror whose offer provides the best value to the Government considering price. Please provide the following: DUNS No. _____ and Continued ...			1.00	LS	
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)		b. 20 CALENDAR DAYS (%)		c. 30 CALENDAR DAYS (%)
						d. CALENDAR DAYS NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER				16. SIGNER		b. TELEPHONE
b. STREET ADDRESS						
c. COUNTY				a. NAME (Type or print)		AREA CODE
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	<p>Tax I. D. No _____ or</p> <p>Social Security No. _____.</p> <p>Attachments:</p> <p>1. Terms and Conditions</p> <p>2. 52.219- 1 Small Business program Representations.</p> <p>3. Statement of Work.</p>				

PURCHASE ORDER TERMS AND CONDITIONS

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Request for Quotation (RFQ) No. DTRS57-02-Q-80006
Attachment No. 1

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998) - This contract incorporates the following clauses by reference with the same force and effect as is they were given in full text. Upon request the Contract Officer will make their full text available. Also, the full text of a clause may be accessed electronically at the following address:

<http://farsite.hill.af.mil/vffar.htm>

I. Federal Acquisition Regulation (FAR Clauses incorporated by reference)

52.203-3	Gratuities	APR 1984
52.222-3	Convict Labor	AUG 1996
52.232-1	Payments	
52.232-8	Discounts for Prompt Payment	MAY 1997
52.232-25	Prompt Payment	JUN 1997
52.232-34	Optional Information for Electronic Funds Transfer Payment	AUG 1996
52.232-33	Electronic Funds Transfer Payment Methods	AUG 1996
52.233-1	Disputes	OCT 1995
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection of Government Buildings, Equipment & Vegetation	APR 1984
52.242-15	Stop Work Order	AUG 1989
52.243-1	Changes -- Fixed Price	AUG 1987

The following clauses marked with an "X" also apply to this solicitation/contract:

OPTIONS

<input type="checkbox"/>	FAR 52.217-3	Evaluation Exclusive of Options	APR 1984
<input type="checkbox"/>	FAR 52.217-4	Evaluation of Options Exercised at Time of Contract Award	JUN 1988
<input type="checkbox"/>	FAR 52.217-5	Evaluation of Options	JUL 1990
<input type="checkbox"/>	FAR 52.217-6	Option for Increased Quantity	MAR 1989
<input type="checkbox"/>	FAR 52.217-8	Option for Extend Services	AUG 1989
<input type="checkbox"/>	FAR 52.217-9	Option for Extend the Term for the Contract	MAR 1989

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SERVICES

<input type="checkbox"/>	FAR 52.217-41	Service Contract Act of 1965, as Amended	MAY 1989
<input type="checkbox"/>	FAR 52.222-42	Statement of Equipment for Federal Hires	MAY 1999
<input type="checkbox"/>	FAR 52.222-47	SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA)	MAY 1989
<input type="checkbox"/>	FAR 52.222-48	Exemption from Application of Service Contract Act Provisions for Contracts for Maintenance, Calibration, and/or Repair of Certain Information Technology, Scientific and Medical and/or Office and Business Equipment – Contractor Certification	AUG 1996
<input checked="" type="checkbox"/>	FAR 52.249-1	Termination for Convenience of the Government (Fixed-Price) (Short-Form)	APR 1984

SUPPLIES

<input type="checkbox"/>	FAR 52.211-16	Variation in Quantity	APR 1984
<input type="checkbox"/>	FAR 52.225-3	Buy American Act-Supplies	JAN 1994
<input type="checkbox"/>	FAR 52.246-16	Responsibility for Supplies	APR 1984
<input checked="" type="checkbox"/>	FAR 52.249-1	Termination for Convenience of the Government (Fixed-Price)	APR 1984

OTHER CLAUSES

<input checked="" type="checkbox"/>	FAR 52.204-3	Taxpayer Identification TIN:_____ (Offeror Provides)	JUN 1997
<input type="checkbox"/>	FAR 52.204-4	Printing/Copying Double Sided on Recycle Paper	JUN 1996
<input type="checkbox"/>	FAR 52.207-4	Economic Purchase Quantity—Supplies (non GSA/FSS)	AUG 1987
<input type="checkbox"/>	FAR 52.207-5	Option to Purchase Equipment	FEB 1995
<input type="checkbox"/>	FAR 52.208-4	Vehicle Lease Payments	APR 1984
<input type="checkbox"/>	FAR 52.208-5	Condition of Leased Vehicles	APR 1984
<input type="checkbox"/>	FAR 52.208-6	Marking of Leased Vehicles	APR 1984
<input type="checkbox"/>	FAR 52.208-7	Tagging of Leased Vehicles	MAY 1986
<input type="checkbox"/>	FAR 52.213-1	Fast Payment Procedure	FEB 1998
<input checked="" type="checkbox"/>	FAR 52.213-2	Invoices	APR 1984
<input checked="" type="checkbox"/>	FAR 52.213-3	Notice to Supplier	APR 1984

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<input type="checkbox"/>	FAR 52-219-11	Special 8 (a) Contract Conditions	FEB 1990
<input type="checkbox"/>	FAR 52-219-14	Limitationson Subcontracting	DEC 1996
<input type="checkbox"/>	FAR 52.222-20	Walsh-Healey Public Contracts Act	DEC 1996
<input type="checkbox"/>	FAR 52.222-21	Certification of Nonsegregated Facilities	APR 1984
<input checked="" type="checkbox"/>	FAR 52.222-26	Equal Opportunity	APR 1984
<input type="checkbox"/>	FAR 52.222-35	Affirmative Action for Special Disabled and Vietnam Era Veterans	APR 1984
<input type="checkbox"/>	FAR 52.222-36	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era	JAN 1988
<input type="checkbox"/>	FAR 52.222-37	Employment reports on special Disabled Veterans and Veterans of the Vietnam ERA (over \$10.000)	JAN 1999
<input type="checkbox"/>	FAR 52.223-5	Pollution Prevention and Right-to-Know Information	MAR 1997
<input type="checkbox"/>	FAR 52.223-6	Drug Free Workplace	JAN 1997
<input type="checkbox"/>	FAR 52.232-16	Progress Payments	JUL 1991
<input type="checkbox"/>	FAR 52.232-18	Availability of Funds	APR 1984
<input checked="" type="checkbox"/>	FAR 52.245-2	Government Property (Fixed-Price Contracts)	DEC 1989
<input checked="" type="checkbox"/>	FAR 52.245-4	Government-Furnished Property (Short-Form)	APR 1984
<input type="checkbox"/>	FAR 52.246-1	Contractor Inspection Requirements	APR 1984
<input type="checkbox"/>	FAR 52.247-29	F.O.B. Origin	JUN 1988
<input checked="" type="checkbox"/>	FAR 52.247-34	F.O.B. Destination	NOV 1991
<input type="checkbox"/>	FAR 52.247-35	F.O.B. Destination Within Consignee's Premises	APR 1984
<input checked="" type="checkbox"/>	FAR 52.249-8	Default (Fixed-Price Supply and Service)	APR 1984

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Request for Quotation (RFQ) No. DTRS57-02-Q-80006

Attachment No 2

52.219-1 Small Business Program Representations.

As prescribed in 19.307(a)(1), insert the following provision:

Small Business Program Representations (May 2001)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is _____ *[insert NAICS code]*.

(2) The small business size standard is _____ *[insert size standard]*.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.* (1) The offeror represents as part of its offer that it * is, * is not a small business concern.

(2) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, for general statistical purposes, that it * is, * is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents as part of its offer that it * is, * is not a women-owned small business concern.

(4) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents as part of its offer that it * is, * is not a veteran-owned small business concern.

(5) *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.]* The offeror represents as part of its offer that it * is, * is not a service-disabled veteran-owned small business concern.

(c) *Definitions.* As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

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(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) *Notice.* (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

Alternate I (Oct 2000). As prescribed in 19.307(a)(2), add the following paragraph (b)(6) to the basic provision:

(6) *[Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, as part of its offer, that--

(i) It * is, * is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office of ownership, or

PURCHASE ORDER TERMS AND CONDITIONS

HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It * is, * is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [*The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.*] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

Alternate II (Oct 2000). As prescribed in 19.307(a)(3), add the following paragraph (b)(7) to the basic provision:

(7) [*Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.*] The offeror shall check the category in which its ownership falls:

_____ Black American.

_____ Hispanic American.

_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

_____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

_____ Individual/concern, other than one of the preceding.

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Request for Quotation (RFQ) No. DTRS57-02-Q-80006
Attachment No. 3

Statements of Work (Filters)

Provide labor and materials to change all filters in the Volpe Center on a yearly basis, dust-lock bag filters will be changed twice. Pre-filters on all major air-handlers will be changed three times.

Both bag filters and pre-filters will be provided with antibacterial agent, a high efficiency pleated (15 per filter) by contractor. A list and a description of the types of filters and the number of filters to be provided by the contractor will be attached. SEE ATTACHMENT.

Approximately 1600 induction unit filters will be installed and frequency of change will be two to four times per year according to attached requirement. The first pre-filters have already been installed via separate contract and are reflected in attached list of quantities. These filters will also have Sporax and antibacterial agent. The induction units are located on all floors of Building # 1, 3, and 4 on the perimeter of the buildings. Time required to move furniture and other articles from on top and in-front of the induction units will also be a factor on the number of labor hours required to change induction unit filters. A complete filter list with the number of filters required for each air-handler, HV unit, and induction unit will be provided. All old filters and related debris will be removed and disposed of by the contractor.

*This work to be performed on the 1st induction change

Equipment serviced: approximately 720 induction units located in three buildings at the Volpe Center. Contractor shall provide labor and materials to clean induction unit coils and plenums. Room air inlet and discharge shall be thoroughly cleaned and all dirt and debris removed. Heating/cooling coils shall be cleaned with an environmentally safe coil cleaner and rinsed with water, inside of induction coil plenum to be vacuumed out*. All furniture and articles in front of induction units will be moved and then returned to their original location by the contractor.

Clean up: Work areas shall be left clean and neat after completion of job. Dirty filters and debris will be hauled away by contractor. Drip pans will be aqua vacuumed by the contractor. Administration: contractors are to report to watch supervisor in Bldg # 5 upon arrival and at departure to be logged in and out.

The Federal Government will make the award of a contract based upon the Best Value to the Government.

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ATTACHMENT

AIRFILTERS

Dust-lock bag filters-147 bags (24 X24X15) times two (2) changes per year = 294 bag filters

Dust-lock bag filters-9bags (12X24X15) times two changes per year = 18 bag filters

24X24X2=166 pre-filters times three changes per = 498 pre-filters

20X25X2=48 pre-filters times three changes per year =144 pre-filters

16X20X2=12 pre-filters times three changes per year = 36 pre-filters

11X13X1=4 filters times three changes per year = 12 filters

16X25X2=14 pre-filters three changes per year = 42 pre-filters

12X24X2=13 pre-filters times three changes per year = 39 pre-filters

20X24X2=2 pre-filters times three changes per year = 6 pre-filters

20X24X4=2 filters times three changes per year = 6 filters

16X20X1=6 times three changes per year =18 filters

18X24X4=4 times three changes per year =12 filters

24X24X4=4 times three changes per year =12 filters

16X25X4=3 times three changes per year = filters

INDUCTION UNIT FILTERS

9 1/2X 33X1/2=92 filters times two times per year = 184 filters

9 1/2X53X1/2=23 poly T/A filters two times per year = 46 filters

9 1/2X38X1/2= 441 poly T/A filters two times per year = 882 filters

10 1/2X36X1/2=43 poly T/A filters two times per year = 86 filters

9 1/2X30X1/2=98 poly T/A filters two times per year = 196 filters.

All old filters and debris will be removed and dispensed of by the filter contractor.